



Home of the Tualatin River National Wildlife Refuge

City of Sherwood

Library Advisory Board

MEETING MINUTES

MEETING TITLE	City of Sherwood Library Advisory Board
DATE & TIME	December 19, 2012 5:30pm
LOCATION	Sherwood Library/City Hall Foyer
FACILITATOR	Debbi Canepa, Chair
NOTES TAKEN BY	Pam North

AGENDA

Items	Person Presenting
1. Roll Call/Introductions	Canepa
2. Changes to Agenda	Canepa
3. Approval of Minutes	Canepa
4. Manager's Report	North
5. Other Business	Canepa
6. Adjournment	Canepa

ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Nancy Ellingson		Linda Henderson	
Debbi Canepa, Chair			
Amy Christie		City Staff	
Christine McLaughlin		Pam North	
Debra Pearce			
Diana Stanley		Kristen Switzer	X
Coleen Swihart	X		
Conrad Thomason	X	Guests	
Bryce Keicher			

MEETING NOTES

Roll Call/Introductions

The meeting was called to order at 5:33pm by Chair Debbi Canepa.

Approval of Minutes

The October minutes were approved unanimously.

Library Manager Report

Sherwood Public Library – October 2012

<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
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<u>Check out</u>	<u>32,507</u>	<u>35,006</u>	<u>-7% (23% Self-check)</u>
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<u>Check in</u>	<u>24,230</u>	<u>26,298</u>	<u>-7%</u>
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- New Library cards 96
- Volunteer hours 232.50 hours (equivalent to 1.34 FTE) / 28 volunteers

Monthly Activities

- Thirty-three Baby, Preschool and Toddler Storytimes (717 children /501 adults = 1218 total)
- Two Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)
- Pinn Crawford and Jenny Swanson attended City of Sherwood ArcGIS training
- 10/7 & 14 Adult Writing Workshop with Marie Buckley (8-9 attendees)
- 10/09 Pam North attended WCCLS/CIVICTechnologies Community Connect training
- 10/10 Estate Planning with Richard Schneider (21 attendees)
- 10/11 Peyote Stitching Class with Pattie Lamb (10/18 & 25 cancelled by instructor)
- 10/17 Mary Madland attended WCCLS RDA Webinar
- 10/17 Library Advisory Board Meeting
- 10/19 Library Staff Meeting
- 10/23 City Manager Joe Gall “job shadowed” the Library and staff

- 10/26 Friends of the Library participated in Sherwood Old Town Trick-or-Treat with candy, bookmarks and used books
- 10/30 Madland, North and Swanson attended City of Sherwood "Preventing Harassment" training with Kirk Mylander
- Volunteer recruitment & training continues / New volunteers started shifts
- Library staff attended various regional, City and WCCLS meetings: Circulation, Policy Group, OLA/Public Library Division Board and OLA Task Force on Oregon Law Libraries

Sherwood Public Library - November 2012

Current Yr Past Yr % Change

Check out 32,472 33,453 -2.93% (21% Self-check)

Check in 22,635 25,029 -10%

- New Library cards 99
- Volunteer hours 194.50 hours (equivalent to 1.12 FTE) / 31 volunteers

Monthly Activities

- Twenty-eight Baby, Preschool and Toddler Storytimes (577 children / 389 adults = 966 total)
- Two Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)
- 11/01 WCCLS Orientation for City Manager – Pam North & Kristen Switzer attended
- 11/01 Friends of the Library Meeting
- 11/03 Presentation by local author, Julie Crabtree (0 attendees)
- 11/04 & 18 Adult Writing Workshop with Marie Buckley (~9 attendees)
- 11/10 Lego Robotics Program (30-40 children & 30 adults in attendance)
- 11/11 & 22-23 Library closed for holidays
- 11/12 Presentation by herbalist, Morteza Aleali (4 attendees)
- 11/15 Online school class visit hosted by Sue Decker

- 11/29 North, Jenny Swanson & Jennifer Ortiz conduct interviews for PT Youth Services Librarian
- 11/29 Oregon Humanities Conversation program, "From Print to Pixels" (6 attendees)
- 11/30 Library Staff Meeting
- Volunteer recruitment & training continues / New volunteers started shifts
- Library staff attended various regional, City and WCCLS meetings: Circulation, Youth Services, Adult Services, WUG & OLA Task Force on Oregon Law Libraries

Library Business & News

North reported on upcoming programs:

- Evergreen Aviation & Space Museum on Saturday, January 12 at 10:30am
- WCCLS Puppet Show featuring Mo Willems characters on Saturday, January 19 at 11am
- Simon Benson program on Thursday, January 24 at 6pm

The Sherwood Board's recommendation for a uniform fine rate in Washington County was voiced at the December WCCLS Policy Group meeting. There will be further discussion in January.

North announced the new Youth Services Librarian will begin on January 2. Her name is Tracy Malek and she comes to us from Scappoose Public Library.

Three current Board members terms will expire in March – Debbi Canepa, Nancy Ellingson and Debra Pearce. All three have served their maximum terms and are ineligible to be re-appointed for one year. We will advertise the openings in January.

We will need to elect officers at the February Library Advisory Board meeting.

The report the Library Advisory Board will offer at the Boards & Commissions dinner, following this meeting is:

What are your two or three most significant accomplishments for this past year as a board or commission?

- Support for the maintenance of library hours and services
- Support for outside programs of interest to the community
- Management of library materials reconsideration requests

What are your two or three major goals for 2013 as a board or commission?

- Increased library staffing and hours open
- Support for a restructured, uniform fine rate for all materials at the County level
- Improved social media presence for the Sherwood Library
- Support for paid training days for staff (in-service days)

Other business

Debra Pearce announced an upcoming fiber art event in Colton, OR.

Pearce also asked if we might consider gaming, like Magic, for teens at the Library.

Bryce Keicher wondered how better to communicate Library programs to high school students. Perhaps she will sponsor a Facebook page.

The next Board meeting will be on Wednesday, February 20 at 6:30pm in the Library/City Hall Community Meeting Room – Board elections will take place.

Adjournment

The meeting was adjourned at 6:05pm.